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# Example of Data Process Job Description

Our company is looking to fill the role of data process. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for data process

* Release and Change Management support
* MIS Production and risk reporting
* Meet /Exceed all defined SLA’s of the process (quality, TAT etc) as agreed with the client• • 100% Compliance to Process Adherence as defined in the SOP
* Processing payroll/tax /garnishment updates
* Ensure compliance of all process requirements is not less than 100%
* Ensure Individual Productivity levels are achieved as per the targets set year on year
* Meet internal process metrics as defined
* Adherence to audit compliance
* Complete all mandatory assessment/ certifications as applicable
* Understand client requirements and ensure effect business delivery is achieved

## Qualifications for data process

* Team player and knowledge-share
* Preferred - Graduate
* Experience in similar role will be an added advantage
* Computer Literacy(excel/access/word)
* Typing speed minimum of 25 words per minute
* This role is responsible for content processing and development through secondary research and analysis and maintaining the quality of existing content through extensive review